

*Leintwardine Primary School*

# *Intimate Care and Toileting Policy*



<b>Approved by:</b>	Headteacher	<b>Date:</b> December 2025
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<b>Last reviewed on:</b>	July 2023
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<b>Next review due by:</b>	July 2028
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**This policy was reviewed by the SENDCO in: July 2021**  
**This policy will be reviewed every 3 years**

Leintwardine Primary School, we are committed to safeguarding and promoting the welfare of children and young people.

We are committed to ensuring that all staff responsible for intimate care of children and young people will always undertake their duties in a professional manner. We are committed to ensuring that children are treated with sensitivity and respect.

We work to promote children's independence in line with our school vision and will work with parent to ensure that this is achieved as soon as possible.

### **Legislation and statutory guidance**

This policy complies with [statutory safeguarding guidance](#).

### **What is 'Intimate care'**

Intimate care is defined as any care which involves washing, touching, or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **Practicalities**

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Leintwardine Primary School, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although they are encouraged as they progress through the school to use the toilet during break times.

Children in the Early Years have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

### **Role of staff in the event of an accident**

Staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use. If a child soils him/herself during school time, one member of staff (teacher, TA, nursery nurse, meals supervisor, within sight of another staff member, will help the child:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff will telephone the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, as soon as a member of staff is aware of the situation, she/he will clean the child. On some occasions staff are unable to identify that a child has soiled, and children may go home dirty, if this happens parents should inform school so that they can be extra vigilant.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavors to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

#### **Guidance for intimate care needs over and above accidents.**

The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

For children with Special Educational needs and/ or disabilities, intimate care arrangements will be discussed with parents/ carers on entry. An Individual care plan (**Appendix 3**) will be drawn up for any pupil requiring regular intimate care and a daily record (**Appendix 4**) will be kept of any intimate care intervention.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences with the child themselves.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

#### **Child Protection**

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have enhanced DBS. Students should only do so under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

#### **Disabilities**

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

#### **Role of parents/carers (Appendix 1)**

All parents are expected to sign a general consent form for intimate care (**Appendix 1 and 2**)  
The permission slips are kept on record. All staff are informed of the children where no permission is given.

Parents/carers of children entering Reception are expected to let the school know if their child is not fully independent when using the toilet. It is the responsibility of parents/carers to ensure that all steps possible have been taken and that they have spoken to medical professionals to ensure that there is no medical reason for toileting

difficulties. Appendix 2 must be completed by school staff in consultation with medical professionals and parents if a child has more than the occasional accident.

## General permission form for intimate care (Appendix I)



Dear Parent/ carer,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Leintwardine Primary School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mrs N Gorry  
Head Teacher

Name of Child..... Class..... **Please tick as appropriate**

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Leintwardine Primary School

I do not give consent for my child to be changed and cleaned if they wet or soil themselves.

If you do not give consent, the school will contact you or your emergency contact and you will organise for your child to be cleaned and changed.

I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer..... Date.....

## Children with SEND or Medical conditions (also for children who are not fully independent using the toilet) Appendix 2



I give permission for the school to assist my child in changing their pull up in accordance with the intimate care policy.

### Parent responsibility

- I agree to provide disposable pull ups, wipes a change of clothes and a bag for soiled clothes
- I agree to make sure my child is changed at the latest possible time before being brought into school
- I understand and agree to the procedures that will be followed when my child is changed at school
- I agree to inform the school if my child has any rash or marks
- I agree to review arrangements should this be necessary

### School responsibility

- The school agrees to assist the child should the child soil him/ herself or become uncomfortably wet
- The school agrees to provide gloves, a bin and liners to dispose of any waste
- The school agrees to report to the parent if the child is distressed or if any marks or rashes are seen
- The school will liaise with the family to ensure adequate resources are in school
- The school agrees to review arrangements should this be necessary

<b>Child's Name</b>	
<b>Class</b>	
<b>Name of teacher</b>	

Signature of Parent		Date	
Signature of Class Teacher		Date	



## Intimate Care Plan – Appendix 3

Name of Child		DOB	
Name of Teacher		Class	

Care requirements, including frequency

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff in their absence

Name of staff Member	
Name of other staff members	

Where will the intimate care be carried out?

What equipment will be required?

Are there any additional medical requirements?

Any additional information

Signature of Parent		Date	
Signature of Class Teacher		Date	

